



STATEWIDE TRAINING AND EDUCATION ADVISORY COMMITTEE MINUTES

January 19, 2007 Sacramento, California

	Member	Department	Representing	Present	Absent	Term Exp
1.	Boomgaarden, Marc	Yuba City FD	League of California Cities	x		12/31/08
2.	Childress, Dennis	Orange County FA	SoCal Training Officers	x		12/31/08
3.	Coffman, Dan	CSU Los Angeles	CA Fire Tech Directors	x		12/31/07
4.	Coleman, Ronny		Chair	x		---
5.	Jennings, Mary	CFFJAC	CFFJAC	x		12/31/08
6.	Larkin, Keith	CDF	CDF	x		12/31/07
7.	Martin, Bruce	Fremont FD		x		12/31/08
8.	Rayon, Howard		CSFA	x		12/31/07
9.	Romer, Mark	Roseville FD	NorCal Training Officers	x		12/31/07
10.	Rooney, Hal	Santa Clara County FD	FDAC	x		12/31/07
11.	Schoonover, Dave	San Jose FD	Metro Chiefs		x	12/31/08
12.	Senior, David	Allan Hancock College	CA Fire Tech Directors		x	12/31/08
13.	Thomas, Rich	Newport Beach FD	CPF	x		12/31/08
14.	Wagner, Ken	Roseville FD	CFCA and Vice-chair	x		12/31/07
15.	Zagaris, Kim	OES Fire	OES Fire	x		12/31/07
16.	VACANT	CDF	CDF Academy		x	12/31/08
	Alternate	Department	Representing	Present	Absent	Term
1.	Hurley, Charley	OES	OES Fire		x	12/31/07
2.	Jennings, Mike	Murrieta FD	SoCal Training Officers	x		12/31/08
3.	Ed Foster	Carpinteria-Summerland FPD	CSFA		x	12/31/07
4.	Myers, Ron	North Co. Fire Authority	League of California Cities	x		12/31/08
5.	VACANT		NorCal Training Officers		x	12/31/07
	Staff	Department	Position			
	Aulisio, Michelle	OSFM - State Fire Training	Mgt. Services Technician	x		
	Hamilton, Alicia	OSFM - State Fire Training	Training Specialist		x	
	Owen, Christy	OSFM - State Fire Training	Staff Services Manager	x		
	Richwine, Mike	OSFM - State Fire Training	Chief	x		
	Slaughter, Rodney	OSFM - State Fire Training	Deputy State Fire Marshal		x	
	Guests	Department	Representing			

I. Call to Order

The meeting was called to order at 9:00am by Chair Ronny Coleman.

II. Introductions and Welcome

Chair welcomed members and guests. Self-introductions were made and a quorum was established.

III. Approval of Agenda

D. Coffman would like to add Review of the Level 1 Fire Officer series in addition to the Findings and Recommendations.

IV. Approval of Minutes

Issue: Approval of the October 20, 2006 minutes.

Discussion: None.

MOTION: K. Zagaris moved to accept. D. Childress second.

Action: The motion carried unanimously.

V. Strategic Planning

1. SFT Strategic Plan Blue Print 20/20 Final Draft Version 3.0

Issue: Feedback and hold of vote of approval.

Discussion: M. Richwine Blue Print unformatted draft 3.0 provided for your review, however there was an e-mail error and the correct formatted version will be provided to STEAC members. B. Sager has turned over rendition control to the OSFM/STEAC; therefore, comments can be delivered directly to M. Richwine. Some STEAC members expressed concern about which version of the strategic plan was before them and where comments have been inserted into the document, if at all. State Fire Training will work with B. Sager as to who sent comments, what the comments referenced, when the comments were received, and if the comments were inserted and/or acted upon.

M. Richwine gave example of how one comment was addressed. On page 14: “the Training Certification System would be mandatory”. M. Richwine and R. Coleman added the language to it to say “when reimbursement funds are available”. This was done throughout the document. The premise behind this was that it isn’t politically acceptable to mandate any behavior on the fire service without adequate funding.

K. Wagner and B. Martin provided comments to B. Sager and need assurance that B. Sager inserted comments into the draft for review. K. Wagner would like verification of who submitted comments, how B. Sager proceeded with comments, and how he proceeded with conflict between comments.

R. Coleman: Putting a hold on the vote until comments/concerns are fulfilled. Suggested a teleconference to take action on a deferred basis to accept the final draft of the Strategic Plan version 3.0. Additional

comments/changes should be made before the teleconference date of February 8, 2007.



Teleconference Phone number for STEAC members to vote to recommend the strategic plan has been reserved for February 8, 2007 from 10:00am to noon. The phone number will be sent to STEAC members via e-mail.

MOTION: *D. Coffman moved to discuss and review Blue Print 20/20 – with a vote for a final draft pending a teleconference, February 8, 2007 at 10 am. K. Zagaris second.*

Action: *Motion carried unanimously. Mary Jennings has abstained from voting.*

Action Item Follow-Up

2. Online Training Instruction for Level One Classes

Issue: **Classes to be taught at a distance. (Handout provided)**

Discussion: D. Coffman speaking on behalf of D. Senior: D. Senior sent memo of questionnaire to instructors in Level 1 series. The 60 responses included in handout provided to STEAC. The areas compatible with distance learning and those areas strictly held in the classroom were identified in the handout provided to STEAC. Note: Not mandatory but CA Fire Tech. Directors believes it would be a benefit to the students, department, and professionalization of the fire service. Recommendation of the committee was to accept proposal as attached with 10-11 classes to be beta tested over a year at Hancock College (robust online program) as per this document then come back to STEAC for vote of approval.

Questions asked by STEAC members: K. Wagner: Does the instructor have the latitude to identify method of teaching based on instructors teaching style? M. Boomgaarden: Can tests happen online?

Coffman: The instructor determines how course evaluation is delivered online.

Mary Jennings: We would have to build in security for online testing.

K. Wagner: Recommendation for modification of language to be read as course review and examinations.

Mary Jennings: Degree should be specified as from an accredited institution.

MOTION: *K. Wagner moved to accept recommendation #1 of handout. M. Boomgaarden second.*

Action: *Motion carried unanimously.*

Ongoing Issues

3. SFT Report and Work Plan

Issue: **Progress Update of the 2007 Work Plan. (Handout provided)**
Discussion: M. Richwine: State Fire Training changed dates, dropped off items completed, and established new priorities for 2007. You'll be able to review this information in "Chief to Chief". When released, the Work Plan will reflect the "new" top five priorities.
MOTION: *None.*
Action: An email will be sent out to reflect the new two year Work Plan for 2007-2009.

4. Accredited Regional Academies Workgroup Revision and Review

Issue: **Revision and Review Meeting Update. (Handout provided)**
Discussion: D. Coffman: ARA workgroup document sent to regional and local academies for comment. Thus far they have only received one comment.
MOTION: *None.*
Action: Workgroup attachments will be on the web for STEAC members review.

5. Bachelors Degree at San Luis Obispo

Issue: **Develop certificate, Minor, Bachelor, and Masters Degree Programs.**
Discussion: None. Handout provided.

Old Issues

6. Training Discussion with the State of Nevada, Arizona, and Oregon.

Issue: **Follow-up date set for February 19-22nd in Sacramento.**
Discussion: R. Coleman: Nevada discussions were held regarding inter operability of training education and delivery systems. Currently entertaining meetings with each state beginning Feb 19-22, 2007 9:00 am to Noon with representatives from the Nevada State Training division Jim Wright – Ex-CDF, Kevin Brame - Deputy Chief of N. Las Vegas FD, and Al Galespy - President of Nevada State Fire Chiefs. The baseline of the discussion will be to define our relationships with neighboring states and determine the standards each state has adopted, as well as how those standards apply? This is an open committee.
C. Hurley, D. Coffman, K. Zagaris, K. Larkin, and R. Myers would all like to attend this meeting.
MOTION: *None.*
Action: *An e-mail reminder regarding follow-up date for meeting will go out to all STEAC members.*

7. History of Fire Training

Issue: DVD of Chief Coleman's presentation on the history of the State Fire Service and State Fire Training.

Discussion: Edwina Davis made the DVD and has offered to make copies if anyone would like a copy.

M. Richwine: State Fire Training would like to memorialize the history in order to use as a training tool for new staff and to keep that culture alive.

MOTION: *None.*

Action: A copy of the DVD for all STEAC members will be provided by R. Coleman.

New Issues

8. Office of Emergency Services Statewide Emergency Management Strategic Plan

Issue: Reminder that the OES Strategic Plan is on parallel track with ours.

Discussion: K. Zagaris: The OES Strategic Plan is on the OES website. We also need to expand our current inventory database so its more user friendly for all mutual aid systems, the State Fire Marshal, and other state agencies as well.

R. Coleman and M. Richwine are working on a .PDF file that is an accumulation of all historical documents. Please forward any info you may have to be included on the .PDF file.

MOTION: *None.*

9. Status of Training for ICC Code

Issue: Update on Training. (Handout provided)

Discussion: Bringing Model Code Training online in the North and South. The North and South are not working collaboratively, however. The South is going through Cal Bo and the North through ICC. They are still working on a 4-day academy; ICC chapters can contact ICC for training and Fire Prevention Officers will be hosting training throughout the state. The State Fire Marshal is responsible for code amendments and providing the training to the Fire Prevention Officers throughout the state. State Fire Training feels this is an opportunity to rewrite the Fire Prevention series. State Fire Training applied for a federal grant through "Assistance For Fire Fighters" to develop the California Amendment course and provide training to locals, and to then use that material to infuse it into the fire prevention certification courses and update the certification training standards for the Fire Prevention track.

MOTION: *None.*

10. State Fire Training Fee Increase.

Issue: **Approval for increase in State Fire Training fees. (Handout provided)**

Discussion: M. Richwine: Issue paper provided to STEAC for recommendation and action. State Fire Training had a quarter million dollar loss last year. We want to move to a .PDF style of “off the shelf” publications, integrate database systems, improve IT, and earmark \$50K annually for curriculum projects and to pay for subject matter experts, etc. Also included is how State Fire Training proposes to spend the additional monies. Implementation date will be July 1, 2007.

MOTION: *Mary Jennings moved to recommend that Chief Ruben Grijalva approve State Fire Training fee increases, B. Martin second.*

Action: The motion carried unanimously.

VI. Course Outreach

1. Degrees at a Distance Criteria for Promotion

Issue: **Daily Journal (Handout provided)**

Discussion: R. Coleman: Daily Journal - FYI: A growing number of College Degrees are being purchased online. Some of these degrees require no testing or classroom time.

MOTION: *None.*

VII. Education Resources Roundtable

1. Discussion of Fire Management 2D Planning

Issue: *For Information only. Level II Curriculum (Handouts provided)*

Discussion: R. Coleman: STEAC to continue looking at this as a concept of a direction we want to go. Trying to take off the shelf materials and use readily available materials.

MOTION: *None.*

VIII. Certification

1. Final Draft of Instructor Certification Training Standards

Issue: **Training Officer – CTS (Handout provided)**

Discussion: A. Hamilton: Project started in 2000. Titles have changed but there will still be 3 levels. Level 1 – Training Instructor, Level 2 – Training Specialist, Level 3 – Training Officer. NFPA standards have been followed. Goal is to have certification titles better reflect the job responsibilities. The 7th edition IFSTA manual is available. The language and course outlines are different. State Fire Training will be adopting the 7th edition IFSTA manual.

MOTION: *K. Wagner moved to approve. R. Martin second.*

Action: The motion carried unanimously.

2. Fire Instructor Course Outline (This item was moved from an agenda item under the heading of Curriculum per M. Richwine)

Issue: **Certification Training Standards (Handout provided)**

Discussion: A. Hamilton: 3 working docs of course outlines for Level I. There will be three courses for the Level I Instructor 1A, 1B, and 1C; two courses for Fire Officer certification 1A and 1B, three courses for the Level II Instructor – We combined 2A - Testing and Evaluation and 2B - Group Dynamics, into one class, an Audio Visual Class and we added a Course Development class. The Level III training track will have considerable differences. Outlines for Level III will be delivered to you prior to the next STEAC meeting. Fire Instructor III (Master Instructor) and Management 2E will not be in the Level III training. Classes will not exceed 25 students.

MOTION: *D. Childress moved to accept recommendation. M. Romer second.*

Action: The motion carried unanimously.

2. Fire Officer/Chief Officer Certification Training Standards

Issue: **Information only.**

Discussion: M. Richwine: State Fire Training has received a grant through the Community College Chancellors Office to update the Fire Officer/Chief Officer certification training standards. Bill Vanderhort has accepted the position of facilitator. The grant deliverable is due June 30, 2007. The training officer's representatives are Bruce Martin, Dan Coffman and Mary Jennings which have submitted 4 nominations for that group: Mark Romer, Rich Cabral, Tom Pambianco, and Mike Jennings.

MOTION: *None.*

IX. Curriculum

1. FSTEP Courses

Issue: **1. High Rise FF Operations 2. Truck Operations (Information Only)**

Discussion: R. Coleman: Logistics issue – High rise and mid rise large area buildings should be included as well for mitigation purposes.

MOTION: *None.*

Action: The motion carried unanimously.

2. Discussion of Fire Prevention Track

Issue: NFPA 1021, 1031, 1037

Discussion: R. Coleman: There are two certification standards 1021 (Fire Officer), 1031, and 1037 (Fire Prevention Officer). Fire Prevention 1A isn't written to a fire officer level, it is written to a Fire Prevention Officer level. STEAC is making the observation that we need to get fire prevention based on a fire officer's role, not a fire prevention role. We're not downgrading fire prevention, we are heading towards a realignment of the Fire Prevention Series.

MOTION: *None.*

X. Roundtable

Childress, Dennis: Training Officers are working with fire tech directors and fee increases. Communication has increased with SFM. Minutes are included in the Cal Chiefs memo. B. Martin can help get State Fire Training's Fire Line in the memo as well.

Coffman, Dan: 3 items: 1. See State Fire Training in positive light rather than negative and recognize staff. 2. FSHE conference June 2-4th 2007 at the fire academy. All interested in attending - the application will be out in a week and will be forwarded to STEAC members. 3. Monsignor Sammon passed away. CSFA recognizes.

Coleman, Ron: A Charter was created to set objectives for the next couple years.

Jennings, Mary: State Fire Training and CFFJAC have a grant, cooperatively, through Homeland Security to update the training program that JAC originally submitted in 2003 and will be updated and complete by December 30, 2007.

Romer, Mark: EMS section of Cal Chiefs is putting on an emerging issues conference. Combined EMS and Fire Service Conference. Cal Chiefs is having its Strategic Planning meeting next week in Dixon.

Schoonover, Dave: Retiring: Date to be announced.

Zagaris, Kim: OES is in the process of receiving \$15 million from Homeland Security for several projects. The most notable project is for \$12 million to develop 19 medium Rescue trailers and the training to go with them.

STAFF

Richwine, Mike: IFSTA: The fire service now has a published journal (**a copy for all STEAC members will be mailed**) available on web site.

XI. Future Meeting Date

April 20, 2007 – Office of the State Fire Marshal
Sacramento
1131 S Street
Sacramento, CA 95814

Future STEAC meeting dates: July 20, 2007 and October 19, 2007.

XII. Adjournment

Motion to adjourn meeting at 11:50 am by B. Martin. Second by K. Wagner.